



# Electronic Document Management Service



Defense Distribution Center  
City, ST (DDxx)

September 12, 2002



# Agenda

- ▶ Introductions
- ▶ Purpose of Visit
- ▶ Current Solution
- ▶ DAPS Vision
- ▶ Target Sites
- ▶ Deployment Plan

# Purpose of Visit

- ▶ Present DAPS/DDC EDMS document management solution
- ▶ Conduct site requirements analysis
  - ▶ Become familiar with Receiving, Transportation, Inventory processes
  - ▶ Identify most frequently used documents
  - ▶ Discuss technical requirements
  - ▶ Discuss physical system infrastructure
- ▶ Discuss any other scanning needs or desires

# Today's Environment

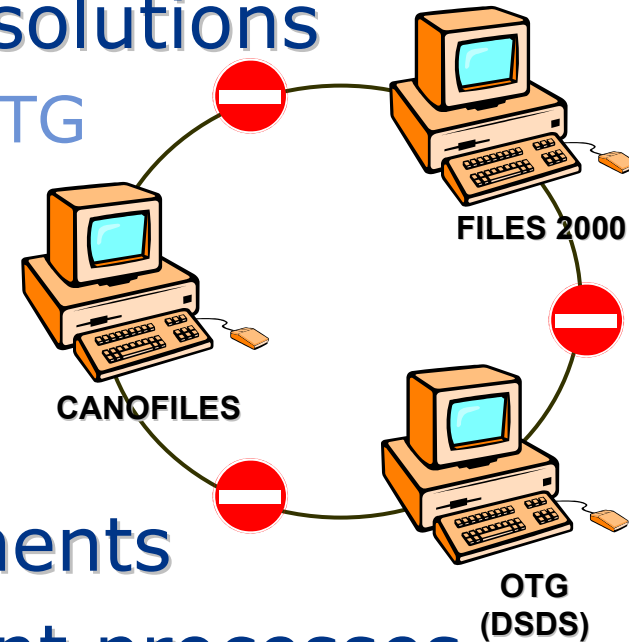
- ▶ Variety of Forms; multiple revisions and versions
  - ▶ 22 centers process numerous documents
  - ▶ Receipt, transportation, inventory, etc.
- ▶ Variety of standard and non-standard documents, for example:
  - DD1149 - Requisition & Invoice Shipping Document
  - DD250 - Material Inspection & Receiving Report
  - DD1348 - Issue Release/Receipt Document
  - DD1155 - Order for Supplies and Services
  - Government Bills of Lading (GBL)
  - Commercial Bills of Lading (CBL)



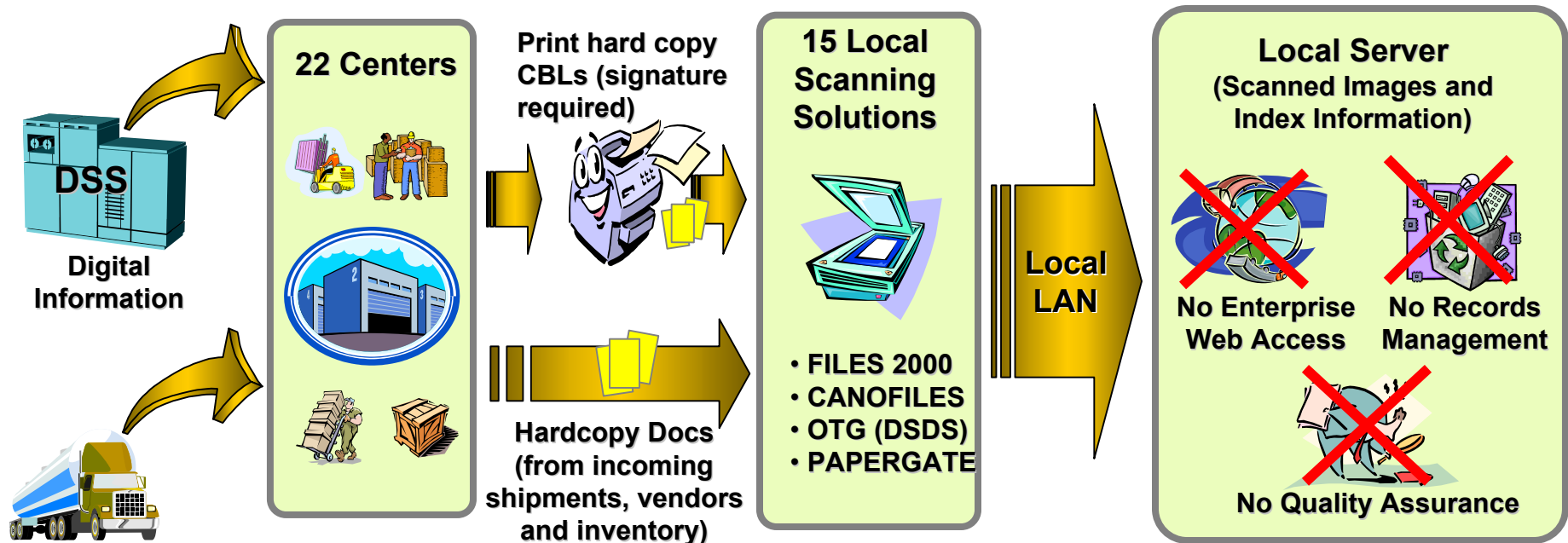
**21.6M Docs  
Per Year**

# Today's Environment (cont'd)

- ▶ Diverse site-level scanning solutions
  - ▶ FILES 2000 – CANOFILES – OTG
- ▶ No automated solutions at some sites
- ▶ Non-integrated systems
- ▶ Does not meet RM requirements
- ▶ Manually intensive, inefficient processes
- ▶ Extensive warehouse storage
  - ▶ Non-uniform site-level document storage



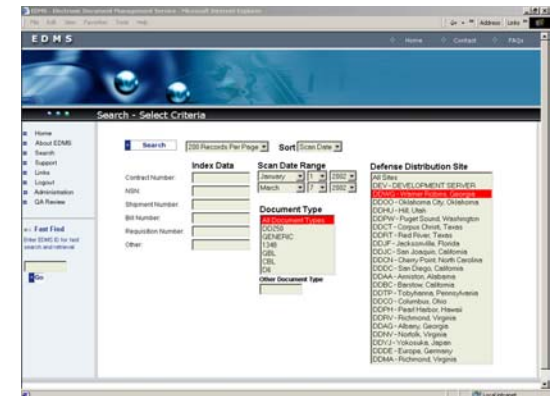
# Existing Solution



Seven Distribution Centers do not employ a site level automated solution. Source documents are boxed and stored onsite.

# DAPS Vision

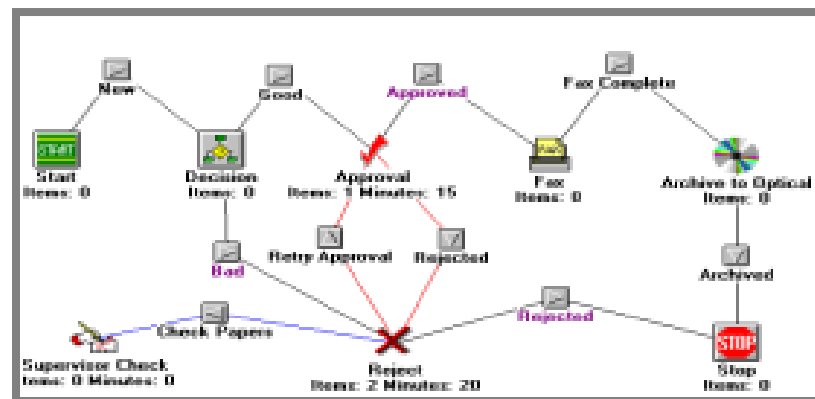
- ▶ Establish a uniform, DDC-wide document scanning and management solution
  - ▶ Standard imaging solution to capture all documents
  - ▶ Automated scanning and indexing process
  - ▶ Integrated with operating environment (DSS)
  - ▶ Enterprise strength solution
- ▶ COTS components





# DAPS Vision (cont'd)

- ▶ Robust web-based search and retrieval
  - ▶ Centralized repository
  - ▶ Retrieval of images and data
  - ▶ Archive and backup capability
  - ▶ Enterprise metrics reporting
  - ▶ DoD 5015.2 compliant RM
- ▶ Automated Workflow throughout document life-cycle





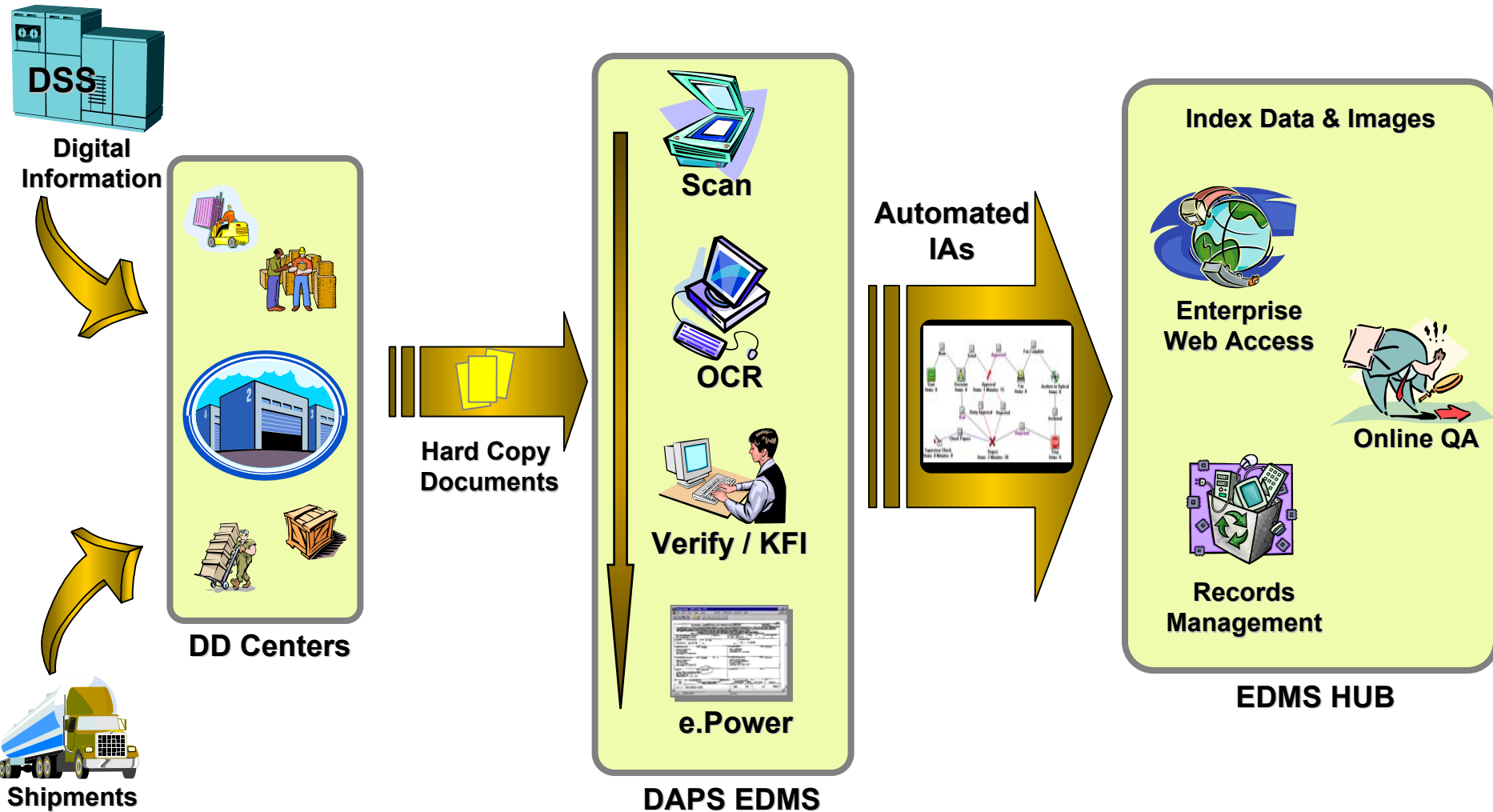
# DAPS Vision (cont'd)

- ▶ **System capability offered as a service**
  - ▶ DAPS will provide
    - Acquisition of components
    - Labor for deployment and on-going support
    - Phased document support
  - ▶ Document capture integrated into DDC work process
    - Common solution tailored to each site
  - ▶ DAPS already assisting with document conversion services at several locations
    - DDWG, DDHU, DDOO, DDPW, DDCT, DDAG, DDJC, DDDC, DDSP

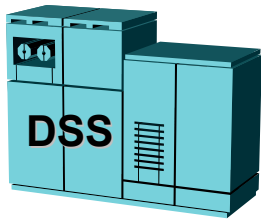
# Funding Overview

- ▶ **DDC reimbursing DAPS for:**
  - ▶ System design, development, hardware, software, deployment, and training
  - ▶ Operations and Maintenance costs including:
    - Contracted hardware and software maintenance, license renewals, contracted post-deployment technical support, help desk services, and DAPS Program Management and technical support (e.g. Hub operations)
  - ▶ DDC reimbursement is managed through DAPS Mechanicsburg
- ▶ **DDC is budgeting for and centrally funding document conversion costs (EDMS processing)**
  - ▶ Available funding based on the estimates provided by the individual centers
  - ▶ Funds centrally managed by DAPS Mechanicsburg

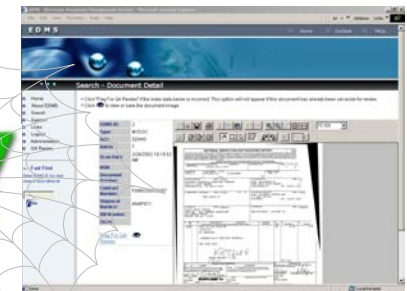
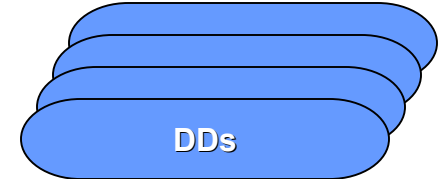
# EDMS Solution



# EDMS Hub

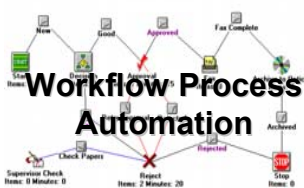
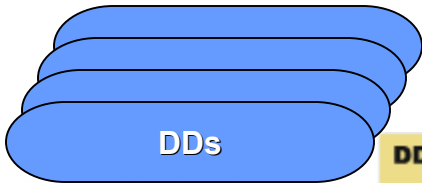


- Extended Index Data



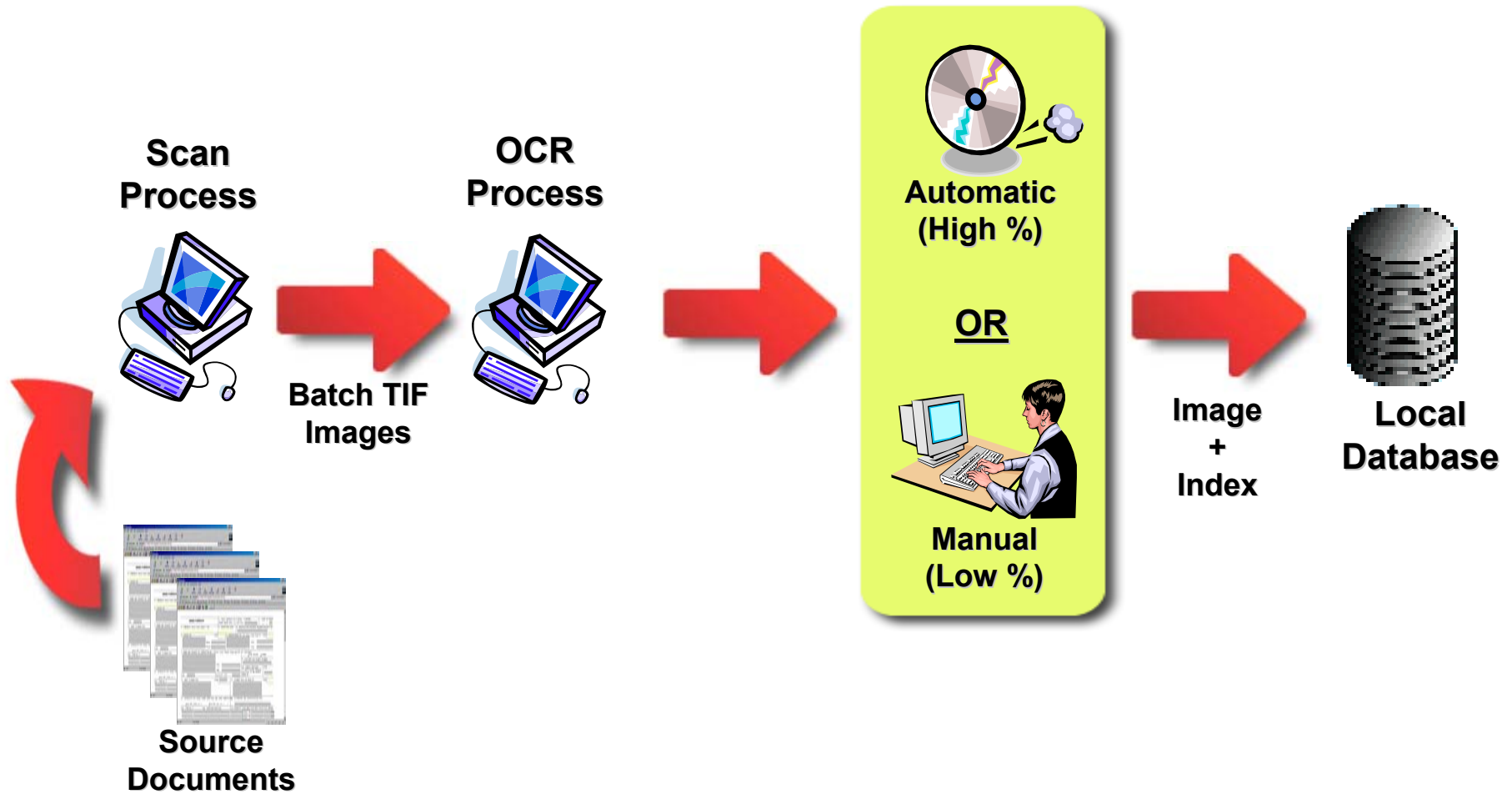
- Internet Access
- Access Control
- Data/Image Retrieval

- Centralized Repository at DAPS Mechanicsburg, PA
- Reporting Infrastructure
- RM, Archival Solutions

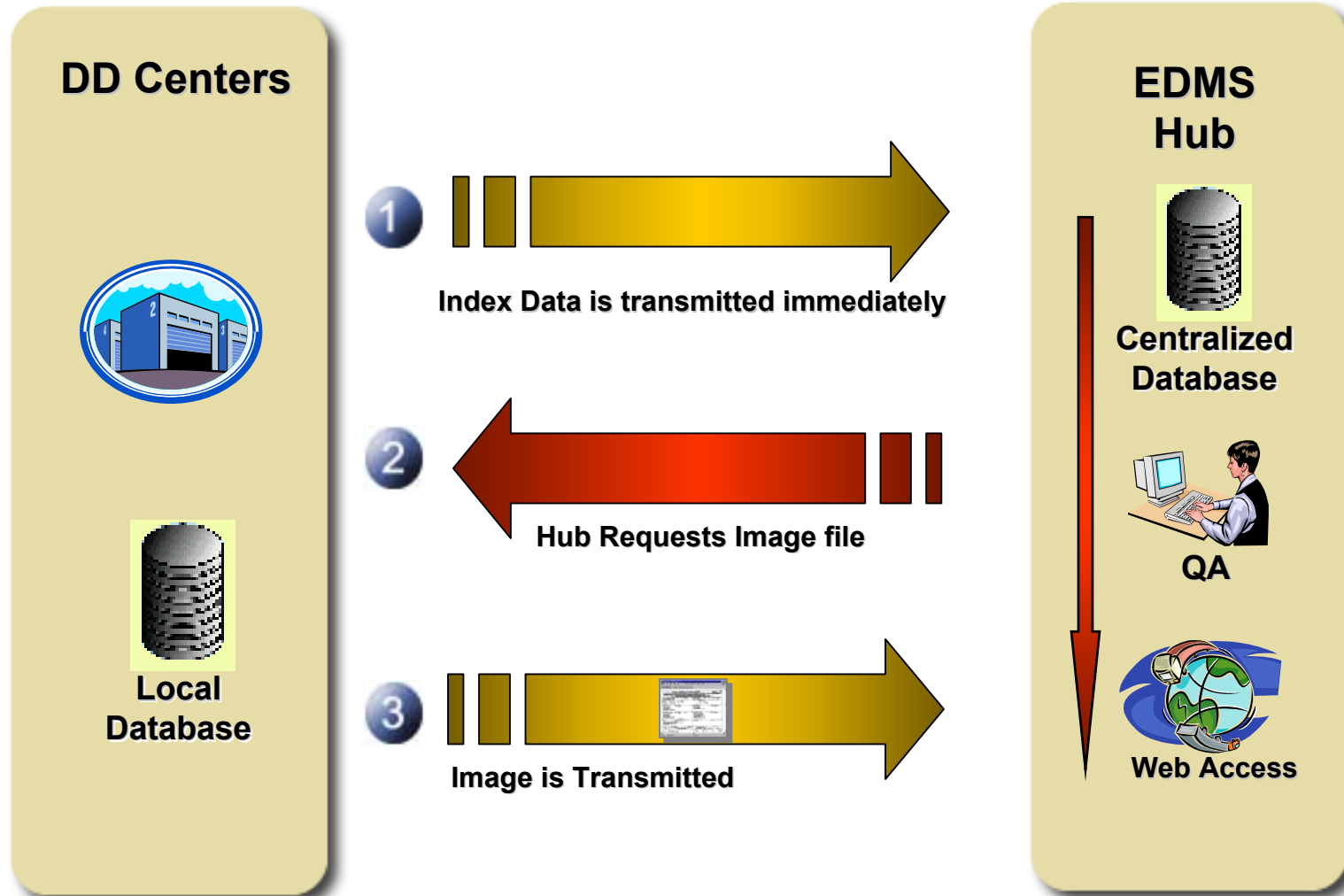


- Conversion
- Indexing

# Scan & OCR

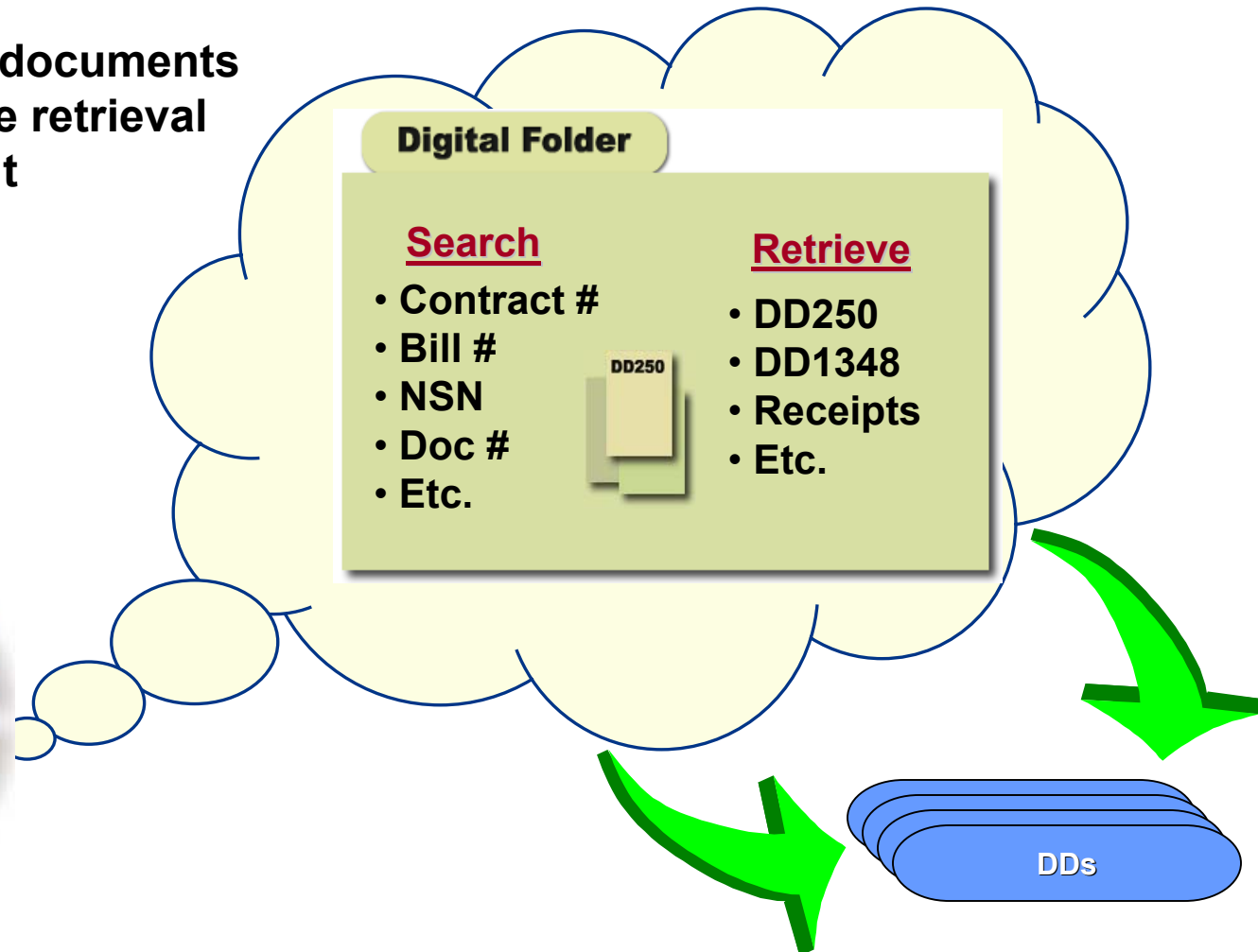


# Data Transfer To Hub



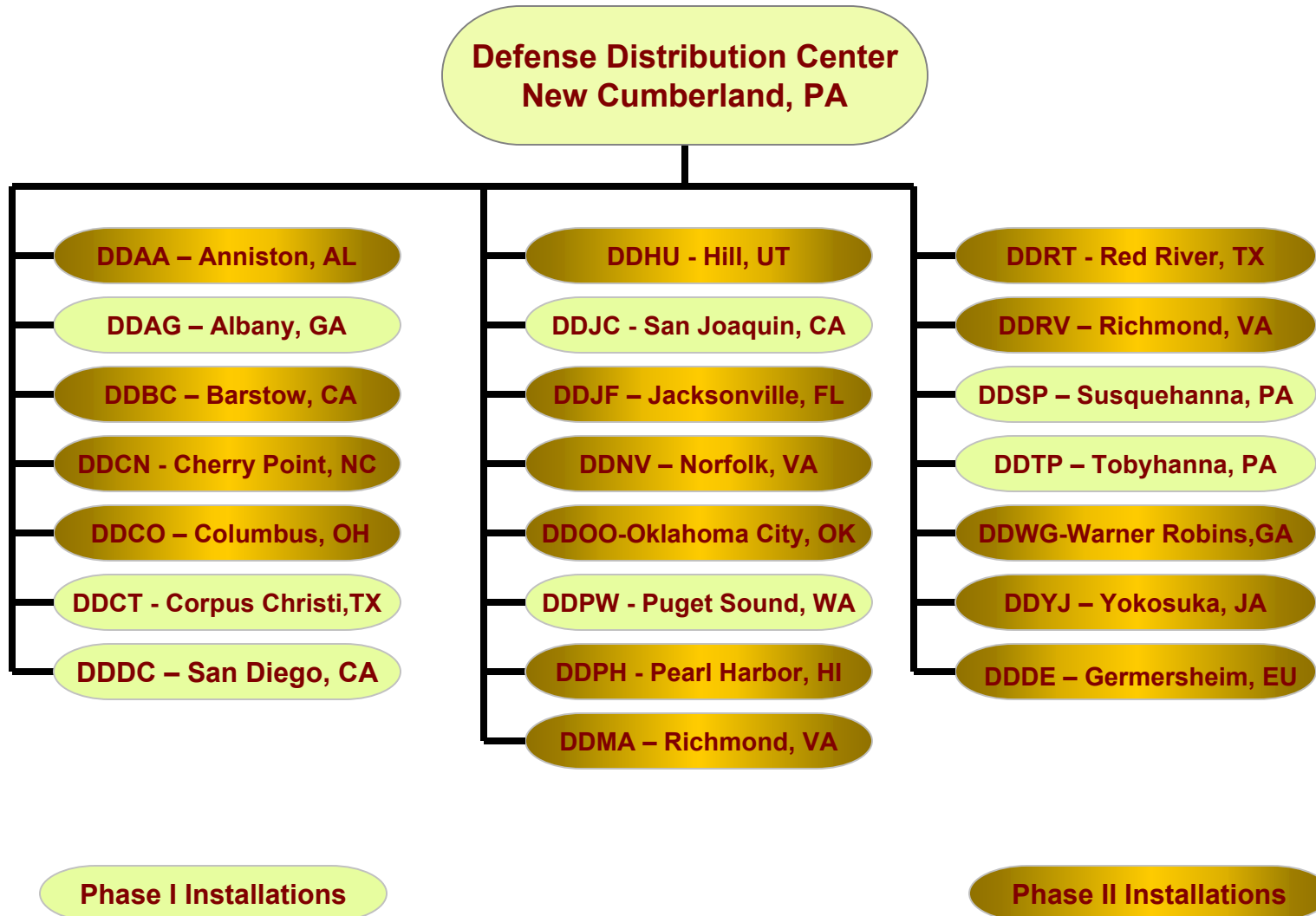
# EDMS Future - Virtual Folders

- Contains all related documents
- DDC-wide doc/image retrieval
- Location transparent



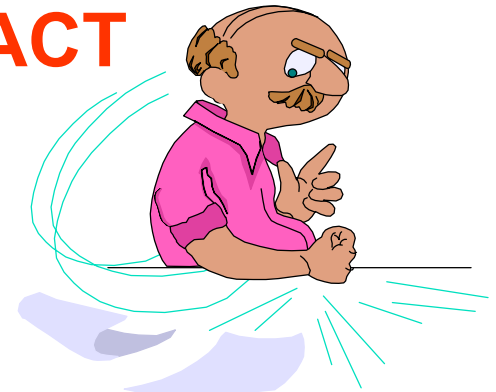


# EDMS Sites



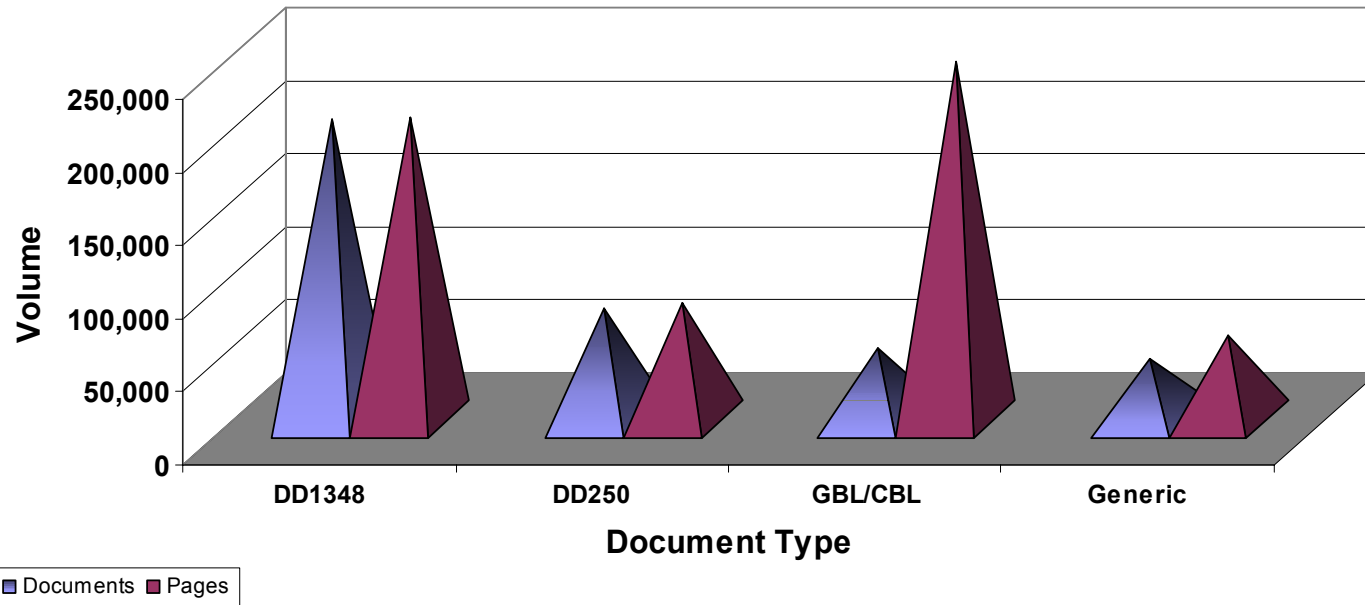
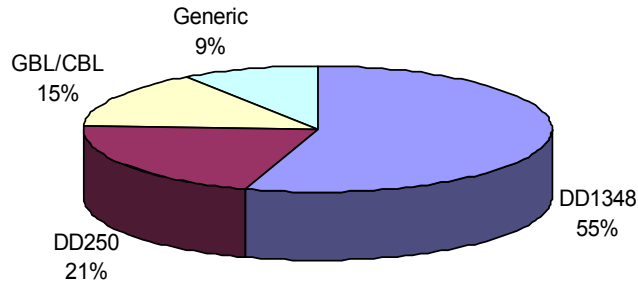
# Phase I – Completed June 2002

- ▶ Implemented prototype system
  - ▶ Prototype system installed at DDSP
  - ▶ Limited number of forms supported
- ▶ Deployed to six initial sites
  - ▶ DDJC, DDCT, DDDC, DDTP, DDAG, DDPW
  - ▶ Processing forms with most **IMPACT**



# System Metrics

► More than 425,000 documents (680,000 pages) scanned in first five months



## **Phase II – Begins NOW**

- ▶ **Site Surveys at 15 activities**
  - ▶ Identify individual site requirements
  - ▶ Identify next set of documents to template
- ▶ **Deploy EDMS to remaining sites**
  - ▶ Deployments to begin in early-mid 2003
- ▶ **Enhancements to the system**
  - ▶ Expand the range of forms processed
  - ▶ Develop records management capabilities
  - ▶ Develop enterprise reporting capabilities
  - ▶ Complete DSS interface
  - ▶ Expand website functionality

# EDMS Standard Site Configuration



<b>DB/File Server</b> Dell 6450	4 x 700mhz processors, 1GB RAM, 4 x 73GB storage, Windows 2000, 3 year on-site
<b>Mid Tier Server</b> Dell 2550	2 x 1.13ghz processors, 1GB RAM, 3 x 18GB storage
<b>IA Server</b> Dell 1550	1 x 1.13ghz processor, 512 RAM, 18GB storage
<b>UPS</b> SmartUPS 2200	SmartUPS 2200 NET 9-Full 24-Half Line Ingram
<b>KVM Splitter</b>	8 way SVGA monitor splitter
<b>Tape Backup</b>	DLT Tape backup 40/80



Forms Processing  
Station



Scanning Station



Forms Verify  
Station

# Deployment Plan

- ▶ Conduct site survey to include BPA
- ▶ Configure equipment at contractor's facilities
- ▶ Schedule installations
  - ▶ Ship equipment to sites one week prior
  - ▶ Contractor installs and conducts operational tests
  - ▶ Conduct Training
    - System operators
    - System users
      - ✓ Data search and retrieval
- ▶ Continuing support and improvement

# Points of Contact

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